

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S15-010

DATE: January 23, 2015

SUBJECT: ANNOUNCEMENT NUMBER: 15-004

OPEN TO: Current Employees of the Mission-All Agencies

POSITION: Human Resources Assistant
FSN-8, FP-6

OPENING DATE: January 23, 2015

CLOSING DATE: February 6, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinary Resident (OR): 7,724,440 FCFA per annum
(Starting salary before benefits and allowances)
Position grade: FSN-8

*Not-Ordinarily Resident (NOR): US\$ 45,487 p.a (starting salary
Position grade: FP-6 to be confirmed by Washington)

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bamako is seeking an individual for the position of Human Resources Assistant for the Embassy's Human Resources section.

BASIC FUNCTION OF POSITION

Under the supervision of the Senior HR Assistant and/or instructed by the Human Resources Officer (HRO), or designee, the incumbent will be responsible for the following:

- Being the primary point person for all recruitment activities, including maintaining the recruitment spreadsheet and keeping abreast of all recruitment activities.

- Drafting and dispatching Mission vacancy announcements.
- Maintaining the recruitment spreadsheet and keeping abreast of all recruitment activities.
- Setting up English testing and interviews.
- Working with hiring managers in selecting interview questions and scenarios.
- Distributing welcome package and check-out sheets to arriving and departing personnel.
- Keeping all PSA Agreements updated.
- Sending Evaluations notifications to Supervisor, recording and keeping track of Employees' rating cycle.
- Processing personnel actions.
- Performing timekeeping and other backup duties.
- Contributing to the inter-agency bi-annual awards.

A copy of the complete Position Description listing all duties and responsibilities as well as the application are available in the Human Resources Office.

QUALIFICATIONS REQUIRED

- Completion of Secondary School.
- Two to four years of experience in human resources or office management work;
- English Level III (Good knowledge); French and Bambara level IV. English language proficiency will be tested.
- Computer skills (word processing, excel spreadsheet, internet).
- Good interpersonal skills and discretion about discussing personnel matters and be tactful.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position **MUST SUBMIT THE FOLLOWING FOR CONSIDERATION OF THE APPLICATION:**

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available at <http://mali.usembassy.gov/job-opportunities.html>; **plus**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **plus**
3. Any other documentation (e.g., copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

HROBamako@state.gov

Subject: Human Resources Assistant

POINT OF CONTACT

HRO: 2070- 2314/2316 FAX: (223) 2070-2479

CLOSING DATE FOR THIS POSITION: JANUARY 19, 2015

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A: DEFINITIONS

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.